The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT AIRPORT AUTHORITY/ DAA

6:00 PM **Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma** **August 11, 2020**

AGENDA

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. **Consent Items**
   a. Consider Approval of Regular Meeting Minutes of July 14, 2020
2. **Consider Items Removed from Consent**
3. **Information Items**
   a. Airport Manager Monthly Report - July 2020
4. **Administration**
   a. Consider Authorization to Accept, if Granted, FY 2020 Airport FAA AIP Grant
5. **New Business**

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 12th day of November, 2019 and that an agenda of said meeting was posted at the place of such meeting at 4:40 p.m. on the 6th day of August, 2020.

_____

Cynthia J. Price, City of Durant

Agenda Item: 1.a.

The City of Durant

Office of City Clerk

Memorandum

Date: 7/30/2020
To: Airport Authority
From: Cynthia J. Price, City Clerk
Re: Consider Approval of Regular Meeting Minutes of July 14, 2020

Council Information / Action Requested

Approval of Regular Meeting Minutes of July 14, 2020

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 7.14.2020	Exhibit	7/30/2020

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 12th day of November, 2019 and that an agenda of said meeting was posted at the place of such meeting at 2:20 p.m. on the 10th day of July, 2020.

MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT AIRPORT AUTHORITY OF July 14, 2020 AT 6:00 PM, Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma

CALL TO ORDER

Chairman Grube called the meeting to order at 7:29 p.m.

ROLL CALL

Present: Trustee Mike Morris
Trustee Danny Sherrer
Trustee Jerry Tomlinson
Vice Chairman Steve Brittingham
Chairman Oden Grube

City Manager John Dean
City Clerk Cynthia J. Price

City Attorney Tom Marcum appeared remotely via Zoom.

Absent: None (*denotes partial attendance)

Chairman Grube declared a quorum.

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

a. Consider Approval of Regular Meeting Minutes of June 9, 2020

Approved

Motion was made by Steve Brittingham and seconded by Jerry Tomlinson to approve consent item as presented.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

2. Consideration Items Removed from Consent

3. Information Items

a. Airport Manager Monthly Report - June 2020

4. Administration

Consider Acceptance of Close Out Documents for the Runway Rehabilitation Design Project for FAA Grant AIP 3-40-0025-011-2016

Approved

Public Works Director Marty Cook addressed the Authority Board and stated this grant allowed for design at the beginning of the project and design and surveying at the end of the project. Mr. Cook stated funds have been fully reimbursed and all deadlines have been met.

Motion was made by Jerry Tomlinson and seconded by Steve Brittingham to accept close-out documents for the Runway Rehabilitation Design Project for FAA Grant AIP 3-40-0025-011-2016.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

b. Consider Award of Bid to Innovative Fueling Solutions to Install a Fuel Storage and Delivery System to Include Alternate Number 1

Approved

Airport Manager Katie Hefner addressed the Authority Board and stated two bids were received. Ms. Hefner introduced Steve Harris, Project Engineer with H. W. Lochner, Inc., who handled the bid process. Mr. Harris stated he could not recommend the lower bid as it was an incomplete bid. Mr. Harris recommends Innovative Fueling Solutions LLC as the best bid.

Motion was made by Danny Sherrer and seconded by Jerry Tomlinson to award best bid to Innovative Fueling Solutions to install a fuel storage and delivery system to include Alternate Number 1 in the total amount of $321,559.38.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

c. Consider Approval of Loan Agreement Between Durant Airport Authority and Durant City Utilities Authority (C-2020-39)

Approved

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve loan agreement between Durant Airport Authority and Durant City Utilities Authority (C-2020-39) in the amount of $325,000.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

d. Consider Approval of Lease Agreement Between Titan Aviation Fuels and City of Durant (C-2020-38)

Approved

Airport Manager Katie Hefner addressed the Authority Board and stated the purpose of the lease is to temporarily provide 100 low lead fuel using a refueler truck. Ms. Hefner stated there is no cost associated with the lease other than the cost of transportation for the refueler truck. Titan Aviation Fuels is waiving any use fee. This is a one year contract. Ms. Hefner recommends approval of the lease agreement.

Motion was made by Jerry Tomlinson and seconded by Mike Morris to approve lease agreement between Titan Aviation Fuels and City of Durant (C-2020-38).

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

e. Consider Approval of Aviation Fuels Contract with Eastern Aviation Fuels, Inc. dba Titan Aviation Fuels (C-2020-40)

Approved

Airport Manager Katie Hefner addressed the Authority Board and stated the contract is for temporary support for providing 100 low lead fuel at the Durant Regional Airport. This is a one year agreement. Subsequent agreements will be for 3-5 years.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Aviation Fuels Contract with Eastern Aviation Fuels, Inc. dba Titan Aviation Fuels (C-2020-40).

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

f. Consider Approval of Amendment #6 to Contract C-2015-04 with LBR, Inc. to Include New Services and Fees for the Planned New Windcone Installation Project

Approved

Airport Manager Katie Hefner addressed the Authority Board and stated the Federal Aviation Administration (FAA) approved the windcone installation for this year's grant. Ms. Hefner stated the grant is funded by the FAA and grant matched by the FAA.

Motion was made by Jerry Tomlinson and seconded by Danny Sherrer to approve Amendment #6 to Contract C-2015-04 with LBR, Inc. to include new services and fees for the planned New Windcone Installation Project.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

5. New Business

There was no new business.

Adjournment

Motion was made by Steve Brittingham and seconded by Danny Sherrer to adjourn meeting.

Motion Passed with the following vote:

Ayes: Brittingham, Grube, Morris, Sherrer, Tomlinson

Agenda Item: 3.a.

The City of Durant
Airport

Memorandum

Date: 8/5/2020
To: Airport Authority
From: Katie Hefner, Airport Manager
Re: Airport Manager Monthly Report - July 2020

Council Information / Action Requested

Information only.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Airport Monthly Report	Cover Memo	8/5/2020

Durant Airport Monthly Report – July 2020

Airport Monthly Sales

- Avgas 100LL – Fuel sales suspended
- Jet-A w/additive – 2,137 gallons and $5,706 in sales
- Parking/Misc - $0 in sales
- Fuel Sales down due to COVID 19 and refueler maintenance issues

Hangars

- July occupancy 100%.
- For the month August one hangar is available. Working through "waiting list" to lease available hangar.

Maintenance and Project Status

- The Jet-A Refueler had maintenance issues in the month of July. Unfortunately, previous repairs did not work. Jet-A refueler is operational for over-wing fueling only; single-point fueling is not operational. Costs for leasing and transporting a Jet-A refueler is $2,100 monthly plus $3,000 additional transportation cost.
  - New Avgas/100LL tank contract approved last month. Estimated time for tank construction and installation is approximately 6 months.
  - Avgas/100LL Refueler lease contract approved last month. Refueler delivery scheduled for 8/6. Awaiting new Titan/Shell Point of Sales machine and software setup on 8/10. Anticipated operational date 8/12 to restore 100LL services.
  - Jet-A Farm (tank) experienced an electric board short on the electric start box/pump during repairs made for compliance upgrades. Without the electric box and pump on the farm operating; there is no known safe or legal way to transfer fuel out of the tank. This component was ordered by local electrical vendor 3 weeks ago and has not arrived. Once the part is installed the tank should be operational again.

Incidents, Accidents and Safety

- On 8/1/20 while receiving a top loading fuel delivery, we suffered a fuel spill estimated between 50 -150 gallons. The fuel did not reach water drainage. Emergency Management, Fire and Street Departments responded. Sand was applied to contain the spill. EM directed the clean-up and disposal.

- 2 reports of hangar break-ins. Only one item reported stolen. Tenants are encouraged to file police reports and inform our office.
- Camera system failure. Network recorder replaced. Unknown if there was any tampering.

Grant Status

- 2020 FAA AIP Grant pending approval. This will be 99.99% funded through FAA AIP Funds and CARES Act. A $1 match is required. Consent items submitted for Airport Authority's review.

Agenda Item: 4.a.

The City of Durant
Airport

Memorandum

Date: 8/5/2020
To: Airport Authority
From: Katie Hefner, Airport Manager
Re: Consider Authorization to Accept, if Granted, FY 2020 Airport FAA AIP Grant

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See attached memo.

Council Information / Action Requested

Authorization to Accept, if Granted, FY 2020 Airport FAA AIP Grant.

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Airport 2020 FAA AIP Grant Memo	Cover Memo	8/5/2020
LBR 2020 Grant Recommendation	Backup Material	8/5/2020
2020 FAA AIP Grant Budget Worksheet	Backup Material	8/5/2020
2020 FAA AIP Grant Bid Tab	Backup Material	8/5/2020

THE CITY OF DURANT

Durant Regional – Eaker Field Airport

Memorandum

Date: August 4, 2020

To: Durant Airport Authority (DAA)

From: Katie Hefner - Airport Manager

Re: Authorization to Accept, If Granted FY 2020 Airport FAA AIP Grant

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Durant Airport Authority Information

- Durant Regional – Eaker Field Airport applied for FAA Airport Improvement Project Grant of 2020 (Federal Fiscal Year). Total cost of this project is $28,121. Airport match is less than 0.01% at $1.00. This amount is calculated by a truncated amount from FAA and CARES Act match.
- 2020 FAA AIP Windcone installation project was approved by FAA to be awarded to lowest bidder Electric Power Solutions, LLC.
- Acceptance is contingent upon Congressional approval of FAA AIP Grant funds. Congressional approval is anticipated by August 31 2020.

DAA Board Members Information / Action Requested

- Chairman, Oden Grube is requested if accepted, to provide a signature/"e-signature" on grant contract.
- City Attorney, Tom Marcum is requested if accepted, to provide a signature/"e-signature" on grant contract.

Attachments

- Airport Consultant Firm, LBR Inc., recommendation letter.
- Comparison bid tab for Windcone installation project.
- Grant budget calculation of 2020 FAA AIP Grant.

LBR Inc. Airport Consultants

June 1, 2020

Honorable Mayor and City Council
City of Durant
300 W Evergreen
Durant, Oklahoma 74701

Mayor Grube;

Bids for "Install Wind Cone", AIP 3-40-0025-014-2020, at the Durant Regional Airport-Eaker Field were received at 11:00 AM on Friday, May 29, 2020.

There were three bidders presenting proposals. The staff at LBR Inc. has reviewed the bids. The bid from Electric Power Solutions, LLC. for the Base Bid in the total amount of $17,500.00, was the lowest overall bid received.

After analysis of the bid, LBR suggests awarding the contract to Electric Power Solutions, LLC. We have previous experience working with EPS on similar LED lighting projects at Okemah Municipal Airport, Hinton Municipal Airport, and Chandler Regional Airport. Their work was satisfactory, and we see no reason not to award them the contract.

Please authorize the Mayor and City Attorney to sign all required documents for the bidder selected, including the federal grant agreement, the construction contract, and any other documents related to the AIP project. All referenced documents will be forthcoming from LBR Inc.

We sincerely thank you for allowing us to assist you with your airport consulting needs. We look forward to working with you on this most important project for the City of Durant, and the Durant Regional Airport-Eaker Field.

Respectfully Submitted,

Tyler McDonald, Vice President

Enclosures:
Bid Tab

LBR Inc. * 1802 West Wright Drive * Stillwater, Oklahoma 74075 * Phone 405-377-8276 * Fax 405-377-3297

PART III - BUDGET INFORMATION - CONSTRUCTION

SECTION A - GENERAL

1. Federal Domestic Assistance Catalog No..... _____
2. Functional or Other Breakout..... _____

SECTION B -CALCULATION OF FEDERAL GRANT

Cost Classification	Use only for revisions		Total Amount Required
	Latest Approved Amount	Adjustment + or (-)	
1. Administration expense (Advertisement)	$	$	$ 121
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			3,000
5. Other Architectural engineering fees			
6. Project inspection fees			7,500
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			17,500
12. Equipment			
13. Miscellaneous			
14. **Subtotal** (Lines 1 through 13)			28,121
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			28,121
17. **Less**: Ineligible Exclusions (Insurance Not Eligible)			
18. **Subtotal** (Lines 16 through 17)			28,121
19. Federal Share requested of Line 18			25,308
20. Grantee share			1
21. Other shares (CARES Act)			2,812
22. **Total Project** (Lines 19, 20 & 21)	$	$	$ 28,121

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	**Amount Ineligible for Participation**
a.	
b.	
c.	
d.	
e.	
f.	
g. **Total**	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	**Amount**
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	1
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. **TOTAL** - Grantee share	$ 1
25. Other Shares	**Amount**
a. State	
b. Other	
c. **TOTAL** - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	$ 1

SECTION E – REMARKS

(Attach sheets if additional space is required)

The following document is attached hereto and incorporated herein:

1. Property Map, Exhibit A, dated September 4, 2016.

2. The FAA approved plans and specifications are incorporated by reference.

BID OPENING TAB SHEET

Install Wind Cone
AIP 3-40-0025-014-2020
Durant Regional-Eaker Field, Durant, Oklahoma

Bids Were Opened On May 29, 2020 At 11:00 A.M. At City Hall, 300 West Evergreen, (P.O. Box 578), Durant, Oklahoma 74702

No.	Bidder		BASE BID						
1	Wise Electric		32,400						
2	EPS		17,500						
3	Libra Electric								
4	Baker Phillips Electric								
5	Third Generation Electrical		26,000						
6									
	Engineer's Estimate - LBR Inc.		$22,000.00						

Rebecca Payne : City of Durant
Danielle Barker : City of Durant
Cliff Coulson Electric Power Solutions